Province of Manitoba

The Private Vocational Institutions Act
Training Completion Fund

Financial Statements
For the Year Ended December 31, 2012
(Unaudited)

Manitoba

MINISTER OF ADVANCED EDUCATION AND LITERACY

Room 162
Legislative Building
Winnipeg, Manitoba R3C 0V8
CANADA

To the Operators and Students of Manitoba's Private Vocational Institutions

Dear Stakeholders:

I am pleased to present the ninth annual report of the Manitoba Training Completion Fund, for the period January 1 to December 31, 2012.

The Private Vocational Institutions Act, administered by the Private Vocational Institutions Office, aims to provide consumer protection for both students and registered institutions. The Training Completion Fund (the Fund), a means to protect students in the event of an institution's closure, helps to further this goal.

Private vocational institutions remit 1% of all tuition collected into the Fund. Thirty-nine (39) institutions remitted their students' contributions to the Fund in 2012.

If you have questions about this annual report, you are encouraged to contact the director of the Private Vocational Institutions Office at (204) 945-8502.

Sincerely,

Erin Selby
Minister

TRAINING COMPLETION FUND

The Private Vocational Institutions Act ("the Act") received Royal Assent on August 1, 2002. Section 13 of The *Act* established the Training Completion Fund, which is a "pool" of monies to be used to help finance the completion of training contracted by students should an institution unexpectedly cease to do business.

The *Act* came into force on January 1, 2003. Under this legislation, if an institution's registration is cancelled or not renewed, or if the institution becomes insolvent, the Minister may pay out of the Fund an amount to be used to pay for the completion of a student's program or to refund a student's tuition fees in the manner prescribed by regulation. If there are insufficient monies in the Fund to pay for the completion of the program or to refund the tuition, the monies paid out must not exceed the amount of revenue in the Fund. Monies are in this case paid out on a pro rata basis.

The regulations under the *Act* further outline details of the Fund. The Fund is capitalized by registered private vocational institutions which submit payments in the amount of 1% of all tuition collected (private and third-party-pay tuition). Payments are submitted by the final working day of the month immediately following the first day of a class intake. On a weekly basis, institutions are required to submit a list of all students by program intake, including the address and telephone number for each student. This action essentially "registers" a student with the Private Vocational Institutions office in the event that the Fund is accessed during the student's scheduled training period.

Statement of Revenues and Expenditures
(Unaudited)

	2012	REVISED 2011
Revenue		
• Registrant Contributions	$302,082	$261,559
• Bond recall proceeds (net)	$0	$8,700
• Interest Revenue	$8,554	$12,025
Total Revenue	$310,636	$282,284
Expenditures (Note 1)	$ 0	$ 44,111
Excess of Revenues over Expenditures	$310,636	$238,173
Fund balance, January 1	$1,732,139	$1,493,966
Fund balance, December 31	$2,042,775	$1,732,139

Balance Sheet
(Unaudited)

	2012	REVISED 2011
Assets		
• Cash and Cash Equivalents (Note 2)	$2,000,499	$1,707,356
• Contributions Receivable (Note 3)	$42,276	$24,783
Total assets	$2,042,775	$1,732,139
Fund balance (restricted) (Note 4)	$2,042,775	$1,732,139

Province of Manitoba

The Private Vocational Institutions Act
Training Completion Fund

Notes to Financial Statements

Section 13 of *The Private Vocational Institutions Act* and sections 25 to 27(7) of Manitoba Regulation 237/02 regulate the establishment and operation of the Training Completion Fund. The purpose of the Fund is to provide protection to students so that they are able to complete their training at another institution or receive a refund in the event their institution closes. All private vocational institutions ("registrants") submit payment in the amount of one (1) percent of all tuition collected (private and third party tuition) to the Private Vocational Institutions office by the final working day of the month immediately following a student intake.

On a weekly basis, institutions are required to submit a list of all students by program intake, including the address and telephone number for each student, to the Registrar. Institutions are also required to submit to the Registrar a list of all student names, addresses, telephone numbers, and third party funders for those students who have withdrawn from their course of studies. The Training Completion Fund Monthly Remittance Form is completed by the institution and submitted with a cheque made payable to the Minister of Finance. Forty five institutions were actively registered in 2012. Of these, several closed and several others focused solely on contract training; that is, training that is not regulated under the Act or subject to Training Completion Fund requirements. As a result, Thirty-nine institutions contributed to the Fund in 2012.

1. Academy of Learning – Brandon ceased operation in January 2013. At that time AOL - Brandon owed $630.80 to the Training Completion Fund. It has been determined that these funds are not collectable so the funds are not included in the registrant contributions for 2012 nor the contributions receivable.

2. Cash equivalents included in cash are recorded at cost. Market values approximate cost. Cash equivalents are all highly liquid securities with a maturity of three months or less when purchased.

3. Contributions receivable relate to outstanding payments from private vocational institutions at each year end. Payments in the amount of $562.36 were received late and therefore added to the 2011 contributions. The amount receivable at each year end is as follows:

December 31, 2012	$ 42,276	
December 31, 2011	$ 24,783	Revised

4. Per subsection 13 (3) of *The Private Vocational Institutions Act*, the Fund may only be used to:

   a) Make payments to another institution for the completion of a student's program of instruction or refund tuition fees to a student when a registered institution becomes insolvent,

   b) Make payments to another institution for the completion of a student's program of instruction or refund tuition fees to a student when a registered institution's registration is cancelled or is not renewed,

   c) Pay for administering and auditing the Fund.